

DS-4168-B <i>Rev. 3/05</i> AUTHORITY: P.A. 94 of 1979, as amended. COMPLETION: REQUIRED.	Michigan Department of Education OFFICE OF STATE AID AND SCHOOL FINANCE P.O. Box 30106, Lansing, Michigan 48909	<i>Direct questions regarding this form to Joellen Wonsey at (517) 373-3352.</i>
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2004-2005 DISTRICT REPORT OF PLANNED NUMBER OF DAYS AND CLOCK HOURS OF PUPIL INSTRUCTION

EDUCATIONAL AGENCY	LEGAL NAME OF SCHOOL DISTRICT	DISTRICT CODE NUMBER	TELEPHONE (Area Code)
	ADDRESS	CITY	ZIP CODE

This report is **due** to the Department of Education by **April 15, 2005**. Please review the “Definitions and Directions for Planned Days and Clock Hours of Pupil Instruction (form DS-4168-B)” prior to completing this report form.

Mail a completed DS-4168-B to: Michigan Department of Education, State School Aid and School Finance, P.O. Box 30106, Lansing, Michigan 48909. Also mail a copy of the DS-4168-B to the pupil accounting person at your local intermediate school district.

Questions regarding this report may be directed to Joellen Wonsey in the Office of State Aid and School Finance at (517) 373-3352.

SCHOOL YEAR 2004-2005 PLANNED DAYS AND CLOCK HOURS OF PUPIL INSTRUCTION

RANGE OF GRADES	TOTAL NUMBER OF PUPIL INSTRUCTION DAYS SCHEDULED	TOTAL ANNUAL CLOCK HOURS OF PUPIL INSTRUCTION FOR DAYS SCHEDULED	TEACHER PROFESSIONAL DEVELOPMENT HOURS COUNTING AS PUPIL INSTRUCTION HOURS	TOTAL PUPIL INSTRUCTIONAL HOURS FOR 2004-2005

CERTIFICATION: I certify that the information submitted on this report is true and correct to the best of my knowledge.

DATE	SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL
TELEPHONE NUMBER	NAME OF CONTACT PERSON

DIRECTIONS AND DEFINITIONS FOR PLANNED DAYS AND CLOCK HOURS OF STUDENT INSTRUCTION (Form DS-4168-B)

DEFINITIONS:

This report form is required under the **State School Aid Act, Section 101(6)**. Section 101(6) reads as follows:

(6) Not later than April 15 of each fiscal year, the board of each district shall certify to the department the planned number of hours of pupil instruction in the district for the school year ending in the fiscal year. In addition to any other penalty or forfeiture under this section, if at any time the department determines that 1 or more of the following has occurred in a district, the district shall forfeit in the current fiscal year beginning in the next payment to be calculated by the department a proportion of the funds due to the district under this act that is equal to the proportion below the minimum number of hours of pupil instruction under this subsection (3), as specified in the following:

- (a) The district fails to operate its school for at least the required minimum number of hours of pupil instruction under subsection (3) in a school year, including hours counted under subsection (4).
- (b) The board of the district takes formal action not to operate its schools for at least the required minimum number of hours of pupil instruction under subsection (3) in a school year, including hours counted under subsection (4).

NOTE: Beginning in 2003-2004, the minimum number of days that a district must offer pupil instruction to its student body is no longer in effect. **Section 101(3)** reads, "Each district shall provide at least 1,098 hours of pupil instruction." Thus, the minimum number of hours remains at 1,098 hours for 2004-2005.

Section 101(4), of the State School Aid Act, reads:

"Except as otherwise provided in this section, the first 30 hours for which pupil instruction is not provided because of conditions not within the control school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or health authorities, shall be counted as hours of pupil instruction."

NOTE: These 30 hours are applicable toward the minimum required 1,098 hours of pupil instruction; thus, canceled hours of pupil instruction applied toward the hours for programs scheduled for fewer than 1,098 hours must be prorated. For example, a half-day kindergarten program may only apply 15 hours toward the minimum required 549 hours for that half-day kindergarten session. Also, the 30 hours of canceled pupil instruction that are countable do not apply to the professional development hours that have been canceled.

Section 101(4), of the State School Aid Act, also reads:

"...Beginning in 2003-2004, with the approval of the superintendent of pupil instruction, the department shall count as hours of pupil instruction for a fiscal year not more than 30 additional hours for which pupil instruction is not provided after April 1 of the applicable school year due to unusual and extenuating occurrences resulting from conditions not within the control of school authorities such as conditions described in this subsection. Subsequent such hours shall not be counted as hours of pupil instruction."

NOTE: These 30 hours are applicable toward the minimum required 1,098 hours of pupil instruction; and thus, the 30 hours must be prorated for programs that have been scheduled for fewer than 1,098 hours of pupil instruction.

Section 101(10), of the State School Aid Act, reads:

“A district may count up to 51 hours of *qualifying* professional development for teachers, including the 5 hours of online professional development provided by the Michigan Virtual University under section 98, as hours of pupil instruction. A district that elects to use this exception shall notify the department of its election. As used under this subsection, “*qualifying professional development*” means professional development that is focused on 1 or more of the following:

- (a) Achieving or improving adequate yearly progress as defined under the No Child Left Behind Act of 2001, Public Law 107-110.
- (b) Achieving accreditation or improving a school’s accreditation status under Section 1280 of the Revised School Code, MCL 380.1280.
- (c) Achieving highly qualified teacher status as defined under the No Child Left Behind Act of 2001, Public law 107-110.
- (d) Maintaining teacher certification.

NOTE: The 51 hours of teacher professional development that a district may apply toward the minimum required 1,098 hours must be prorated for those programs that do not operate the full 1,098 hours.

DIRECTIONS:

Range of Grades---Group the grade levels by those that have the same number of scheduled hours. This may be a grouping of grade levels such as kindergarten, elementary (grades 1-6), and secondary (grades 7-12). Another example of grouping would be kindergarten, elementary (grades 1-3), middle school (grades 4-6), junior high (grades 7-8), and high school pupils (9-12). Please report the actual grade levels. (The grade configuration in your district or building(s) may differ from these examples.)

Total Number of Pupil Instruction Days Scheduled---Report the number of days pupil instruction is scheduled for each range of grades. The number of instruction days for pupils to be included in this report is :

The number of days, from your district’s original calendar,

Minus (-) the number of days school was canceled,

Plus (+) the number of days that pupil instruction was “rescheduled”.

Total Annual Clock Hours of Pupil Instruction for Days Scheduled--- Report the number of hours of pupil instruction scheduled for 2004-2005. The first 30 hours of instruction that were not provided because of uncontrollable conditions may be counted as hours of pupil instruction and may be included in this report. Therefore, the number of student instruction hours to include in this report is : the hours on your district’s original calendar minus (-) the hours canceled plus (+) the hours of pupil instruction was not provided up to 30 hours (prorated for programs that operate fewer than 1,098 hours) plus (+) the instructional hours that were “rescheduled”.

Teacher Professional Development Hours Counted as Pupil Instructional Hours---Report the number of *qualifying* teacher professional development hours that your district intends to count as pupil instructional hours.

Total Pupil Instructional Hours---Sum the total annual clock hours of pupil instruction scheduled plus (+) the teacher professional development time counted as pupil instructional hours.

Certification---Please sign and date this report. Also include a contact person and telephone number should there be any questions regarding this report.